

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

880531-02

FOR AGENCY USE		1. Agency Address		FOR RECORDS MANAGEMENT USE	
Application Date		Department of Education Office of General and Vocational Instruction, Compensatory Education Division Migrant and Bilingual Education Suite 1962 Twin Towers East, Atlanta, GA.		Application Number 88-27	
Application Number				Date Received MAY 31 1988 Date Completed JUN 30 1988	
2. Person to Contact Michelle Rosinek		Working Title 30334 Consultant		Telephone Number 656-4995	
3. Action Requested					
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input checked="" type="checkbox"/> Amend Application No. 84-89A Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input checked="" type="checkbox"/> Void					
4. Dates of Series Earliest Latest 1978 to date		5. Records Series Title (followed by title used in office, if different) Migrant Education Certificates of Eligibility			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Migrant Education Unit operates the Georgia Migrant Education Program. Compensatory education services are provided to children of migrant farmworkers and fishermen. There is a computerized record keeping service for educational and health data maintained in Little Rock, Arkansas of all migrant student information. This data bank is updated and maintained for Georgia migrant students by this unit. Through the Migrant Student Record Transfer System (MSRTS), information about each student can be transmitted between school systems as they migrate throughout the nation.					
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Receiving Certificates of Eligibility for each migrant student and entering the data into MSRTS (a nationwide computerized communications network designed to transfer records of individual students as they move from school to school). Included are: Certificates of Eligibility (COEs) signed by the parents which give names and addresses of the parents, give names, birthplaces, birthdates, schools attended and student numbers for each child in the family who is a student; and give information needed to document that the family's employment status qualifies the family for inclusion in the program. A certificate of Eligibility is completed for each year a student is enrolled. File is arranged: Chronologically by school year (August 15-August 14); thereunder alphabetically by local school system					
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?					
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____					

		If not, where is it? Migrant Education Agencies have "original" copy.
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. See attachment.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? See attachment.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>*7</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>1</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>*7</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

See Attachment for explanations.

*The seven year retention need is from the date the record is created, or six years after the annual cut off. *The "Original" copy of these records will be maintained by the MEAs (regional Migrant Education Agencies.)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other *School Year then,

- ☒ Hold in the current files area 1 month(s) 1 year(s); then *School Year (August 15, Yr. thru August 14 of the following year)
- ☐ Transfer to local holding area; hold year(s); then
- ☐ Transfer to State Records Center; hold year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

****NOTE:** This schedule supercedes the instructions provided for Certificates of Eligibility in Schedule 84-89-A and provides for the earlier destruction of prior accumulation of these records presently in storage at the State Records Center.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy L. Thurman</i>	<i>5-26-88</i>	<i>Vicki Baker</i>	<i>5/25/88</i>
880531-02 Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>6/22/88</i>
		Secretary of State/Designee	<i>6/21/88</i>
		Attorney General/Designee	<i>6/23/88</i>